

BOOKSTORE

Definition

This volunteer works with a partner to run the bookstore during hours of operation. Shifts are 2 hours long. As part of the library team, patrons may approach you for assistance.

Volunteer could work at either the Fairmount or Eastern branches based on preference.

Examples of Duties

- Assist customers with finding materials.
- Selling materials and collection if money.
- Restocking and organizing materials on shelves.
- Receiving, sorting, and pricing incoming donations.
- Open and close bookstore.

Eligibility Requirements

- Complete online application.
- Attend any necessary training.
- Pass a criminal and sex offender background check.
- Work one day a week for a minimum of two hours a day.

Knowledge and Skills

- Basic math skills and ability to calculate change.
- Customer service skills.
- Ability to alphabetize.
- Ability to perform tasks with no supervision.

Physical Demands

Physical activities required of a person in this job are: seeing, hearing, talking, standing and walking for up to two hours, able to push a heavy cart, reaching above head, bending, and stooping.

The noise level in this work environment is usually moderately quiet and below 85dBAs.

The above statements are intended to describe the general nature and level of tasks being performed by volunteers.